

## JOBS ANNOUNCEMENT

### CITY OF PORTLAND, MAINE

#### FINANCIAL ADMINISTRATIVE ASSISTANT

Finance Department - Treasury Division - This is responsible work of a fiscal nature involving the handling of City funds and administration and related tasks related to the treasury function of the Finance Department. Work involves recording and collection of taxes, sewer user fees and other City receivables. Work is performed under the direction of the Treasurer. Knowledge of real estate and excise tax, sewer user fee, and special assessment district rules and regulations, including state laws and best practices for lien and foreclosure processes, and ability to perform related functions. Assist in proving daily cash; prepares bank deposits. Assist with "dual control" requirement for bank cash management application; approve wires, ACH batches, and process internal cash transfers. Assist customers with property tax, excise tax, sewer user fee, special assessment, and all other AR activities. Post payments, maintains AR accounts, and provides reports for Treasury use and Department use to assure collection of amounts owed. Work with Clerk and Legal offices to verify outstanding customer receivables that impact approval/renewal of business and food/liquor licenses, new building permits. Performs title searches, lien notices, lien discharges, and all correspondence related to collection of funds. Works closely with internal and external Legal staff to collect delinquent accounts. Use of integrated accounting system AR application to perform duties and provide reporting. Maintains coding and accounts for revenue posting and collection. Works as system administrator for AR automated AR system, and as liaison with third party software company. **Requirements of Work:** Minimum of Associate's Degree in accounting or a related field, or the desire and ability to achieve an Associate's degree within two years of employment. Other formal education disciplines can be considered with strong work experience. Possess, or obtain Maine Municipal Tax Collectors' & Treasurers' Association (MMTCTA) "Tax Collector Certification" within the first three years of employment. Knowledge of and experience with accounts receivable and cash handling. Direct customer service experience. Working knowledge of automated integrated financial systems and database software. Knowledge of, or ability to learn, rules and regulations related to municipal tax collection processes. Proficiency and accuracy with balancing of accounts and cash. Ability to work independently and organize work to meet deadlines. Ability to communicate effectively orally and in writing, with internal and external customers. Ability to establish and maintain effective working relationships with City officials, employees, and customers. Must be able to be bonded. Offers of employment are contingent upon the completion of a satisfactory criminal background check. \$717.38/week, starting pay rate.

**Deadline for applications for this position only is Tuesday, April 10, 2018.**

Permanent, full-time employees receive a generous benefits package which includes 12 ½ paid holidays; employee health insurance; sick and vacation leave; optional life, dental and income protection insurances; choice of retirement plans; and tuition reduction programs with Kaplan University and the University of Southern Maine.

Part-time employees may receive a pro-rated benefits package which may include some, but not all, of the benefits listed above.

To download the City's application form, log on to the Job Opportunities page of the City's website,

**[www.portlandmaine.gov/324/jobs](http://www.portlandmaine.gov/324/jobs)**

The City of Portland is strongly committed to diversity in its workforce.

**Women and Minorities are encouraged to apply.**

We are an Affirmative Action/Equal Employment Opportunity employer.

Apply at/send cover letter and resume to the

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Human Resources Office

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Portland, ME 04101

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**FOOD SERVICE WORKER (6:45am-2:45pm)**

Health and Human Services Department – Barron Center - Nutrition Services - **Full-Time (37.5 hrs.) – Schedule is 6:45am – 2:45pm.** You can make a real difference in your life and our residents' lives. The Barron Center is a 200+ bed long-term care facility with an excellent reputation for a caring, creative work environment. We currently are looking for dedicated people to join our team. General kitchen work – tray set-up, dish washing. Must be able to lift objects weighing up to 50 lbs.; must possess valid Maine Class C driver's license or ability to obtain within first six months of employment; must be able to follow oral and simple written instructions. The successful candidate will be subject to a pre-employment physical exam. Offers of employment are contingent upon the completion of a satisfactory criminal background check. \$432/week, starting pay rate.

**ADMINISTRATIVE ASSISTANT**

Health and Human Services Department – Social Services Division – Oxford Street Shelter - **Full Time, Permanent position, 37.5 hours/week - Schedule is Monday through Friday from 9 AM – 5:30 PM. In addition, a monthly two-hour staff meeting is required.** This is an administrative position working with the management running the state's largest homeless shelter. The position requires the ability to work in a fast-paced environment. This position will be responsible for various paperwork, data entry, data quality assurance, supply ordering and tracking as well as other duties as assigned by OSS management. Strong computer skills with familiarity to all relevant programs including Excel is required, experience with HMIS preferred. Experience working in the secretarial/administrative assistant sector strongly preferred. The person in this position could represent the City through attendance at various community meetings. A high school diploma or equivalency is required. Valid Class C Maine Driver's license preferred. Offers of employment are contingent upon the completion of a satisfactory criminal background check. \$628.88/week, starting pay rate.

**RECREATION PROGRAMMER I-ICE ARENA**

Parks, Recreation & Facilities Department – Troubh Ice Arena – **SEARCH RE-OPENED - Full Time (37.5 hrs.) position** - The ice arena operates 7 days a week – flexible work schedule to include evenings, weekends and holidays. This position includes all duties typically associated with an ice arena such as resurfacing, skate sharpening, general maintenance and cleaning. Candidates must possess excellent customer service skills and must possess a valid Maine Class C driver's license. Prior cash handling experience preferred and prior ice arena experience preferred. Must possess Basic First Aid and CPR certifications or have the ability to obtain within first six months of employment. Offers of employment are contingent upon the completion of a satisfactory criminal background check. \$517.50/week, starting pay rate. **Deadline for applications for this position only is Tuesday, April 10, 2018.**

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**Deadline for applications: Tuesday, April 3, 2018, unless noted otherwise.**

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**SEASONAL GROUNDSKEEPERS-CEMETERIES**

Parks, Recreation & Facilities Department – Cemeteries Division - **Full-time (40 hours/week); schedule may include weekends.** Responsibilities include the maintenance and upkeep of City Cemeteries. Duties include mowing, trimming, trash collection, general grounds/landscape and horticultural maintenance. Previous grounds/landscape maintenance preferred. Previous experience with zero turn riding mowers desired. Responsibility, maturity, dedication and the ability to work in varied weather conditions are a must. Applicants for Groundskeeper positions must be at least 18 years old and possess a valid Maine Class C driver's license. A Department of Motor Vehicle check will be conducted on all selected candidates. Offers of employment are contingent upon the completion of a satisfactory criminal background check. Cemetery maintenance positions start at \$13.00/hour. **Will accept applications until all positions are filled.**

**SEASONAL PARK RANGERS**

Parks, Recreation & Facilities Department – **Full and part-time positions (May – September, 2018)** - Patrol recreational and natural areas and enhance visitor experience, encourage proper and appropriate use of park property, promote compliance with rules and regulations, protect park resources and positively represent the City of Portland. Duties include providing park visitors with general assistance, directions and information on City parks, recreation programs, information on historical, cultural and natural features of parks and other services; promotes safe use and enjoyment of Portland Parks by encouraging voluntary compliance with and/or enforcing applicable park rules and regulations and requesting police assistance when necessary; monitors the use of the boat ramp and collects fees where applicable and manage parking; perform maintenance to and oversees use of beach areas and public restrooms; provide emergency assistance and direct emergency services to the parks when needed; assists in directing traffic, crowd control and protecting park resources during special events; maintains daily log and reports on park incidents, public contracts, park conditions; is available for case follow-through when necessary and other duties as assigned. **Requirements:** Must be team player with ability to establish and maintain positive working relationships with other employees and general public; must possess good communication skills, including being able to hand write legibly and follow simple oral and written instructions; must have ability to work independently in field conditions and have ability to walk/hike up to 10 miles daily; must have experience with strenuous mountain biking in the woods and in city traffic; must be able to use portable radio; must be able to lift 50 lbs. and possess the physical strength and agility necessary to perform the essential functions of the job under exposure to varied climatic conditions; must have ability to work a flexible schedule including evenings, weekends and holidays; must be able to commit to work the entire season (Memorial Day to Labor Day). **Experience Desired:** Prior experience handling cash transactions, First Aid and CPR training. Must possess valid State of Maine Class C driver's license and maintain good driving record. A Department of Motor Vehicle check will be conducted on all selected candidates. Offers of employment are contingent upon the completion of a satisfactory criminal background check. Seasonal Ranger positions start at \$14.00/hour. **Will accept applications until all positions are filled.**

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